

Department of Regulation & Licensing

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BOARD OF NURSING

PROCEDURE FOR OBTAINING APPROVAL TO CONDUCT A NURSING PROGRAM

Prior to Filing Application

1. A representative of the governing institution contemplating establishment of a school should confer with the Board/staff early in the planning stage.
2. The governing institution should request from the Board of Nursing the appropriate form for application to conduct a new nursing program.
3. A consultant from the staff of the Bureau of Health Service Professions is available to assist school officials in planning the program.
4. The application and program proposal must be submitted to the Board of Nursing no less than 12 months prior to anticipated opening date.

Filing of Application

1. The application and the program proposal should be submitted to the Board of Nursing at least two months prior to the scheduled Board meeting at which time action on the application will be taken.
2. The application with the program proposal should include the following:
 - a. Administrative and organizational structure of the governing institution and its relationship to the nursing program.
 - b. Description and rationale for proposed type of program, including curriculum plan and instructional methods.
 - c. Projected use of clinical facilities and resources according to sec. N 1.06(3)(e), Wis. Adm. Code.
 - d. Plan for appointment of faculty according to sec. N 1.06(4)(c) or (d).
 - e. Evidence of accreditation or plan to seek accreditation by the regional accrediting commission recognized by the U.S. Commissioner of Education.
3. One (1) copy of the program proposal and one (1) copy of the signed application form should be submitted.

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Prior to Opening Date (Recommended at least 6 months prior.)

The following shall be submitted:

1. Evidence that an educational administrator who meets standards under sec. N 1.06(4)(a) or (b) has been appointed.
2. Program purpose, philosophy, objectives, conceptual framework, and description of courses.
3. Plan for program evaluation.
4. Evidence that faculty meet standards under sec. N 1.06(4)(c) or (d).
5. Evidence that clinical facilities have been selected according to standards under N 1.06(3)(e).
6. Course outlines developed for courses to be implemented the first semester or quarter.

After Admission of the First Class

Submit the following:

1. Course outlines as they are developed, and any course outlines substantially revised from the original outlines submitted.
2. Evaluation of each course, as it is completed, by instructors teaching the course, including recommendations for change.

After Graduation of the First Class

Within six months after graduation of the first class, submit a self-evaluation report of the total curriculum and program. This report shall include the following:

1. Planned/Anticipated major changes.
2. Evidence of compliance with standards under sec. N 1.06.
3. The nursing program will be surveyed by a Board representative after the self-evaluation report has been submitted and reviewed.

One year after graduation of the first class, an evaluation of graduates' performance must be submitted.